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Office Memorandum • UNITED STATES GOVERNMENT *Records-4-1*

TO : Assistant Executive Secretary,
National Security Council
FROM : Chief, Administrative Services, CIA
SUBJECT: Survey of Files

DATE: 2 November 1951

1. Pursuant to recent discussions, it is recommended that the proposed survey of the files of the National Security Council be conducted in planned phases of priority as follows:

a. Selection and arrangement of vital materials including reproduction operations, as necessary, to complete vital materials file for transfer to the repository.

b. Extraction and arrangement of surplus copies of NSC documents and transfer thereof in locked safe cabinets to the CIA records Center to relieve congestion in the Central Files of NSC.

c. Analysis of housekeeping operations for recommendations concerning the organization and housing of all miscellaneous supplies and printed material in suitable cabinets.

d. Analysis of filing system now employed with recommendations, as appropriate.

e. Study of routine operations incident to duplicating requirements to recommend improvement therein.

2. In accordance with prior arrangements, the work under Phase "a" of the study is now in progress, and activity on other phases will begin upon concurrence in the overall survey.

3. Utmost caution will be exercised at all times to maintain security requirements and names of personnel used to accomplish each phase will be furnished at the completion of the assignment. For work on documents containing AEC material and code-word material, personnel with appropriate clearance will be utilized.

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Approved: subject to the understanding that only authorized NSC personnel will have access to the locked safe cabinets referred to in paragraph 1 b above. /s/ Hugh D. Farley

STAT

Orig. sent

Oct. 16



Herein, the memo with a
few changes proposed. It looks fine
and, I might add, the work seems to
be progressing in fine shape so far.

A. J. Farley

(I should think this should be
classified "Restricted" - don't
you?)

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Executive Secretary,
National Security Council

FROM : Chief, Administrative Services, C.I.A.

SUBJECT: Survey of Files

DATE: 28 September 1951

1. Pursuant to recent discussions, it is recommended that the proposed survey of the ~~administrative~~ files of the National Security Council be conducted in planned phases of priority as follows:

a. Selection and arrangement of vital materials including reproduction operations, as necessary, to complete vital materials file for transfer to the repository.

b. Extraction and arrangement of surplus copies of NSC documents and transfer thereof in locked safe cabinets to the CIA Records Center to relieve congestion in the Central Files of NSC.

Analysis
c. ~~Performance~~ of housekeeping operations *for documents -* the organization and housekeeping of all miscellaneous supplies and printed material in suitable cabinets.

d. Analysis of filing system now employed with recommendations, as appropriate. *Recommend*

e. Study of routine operations incident to duplicating requirements to effect improvement therein.

2. In accordance with prior arrangements, the work under Phase a. of the study is now in progress, and activity on all other phases will be withheld pending concurrence in the overall survey.

3. Utmost caution will be exercised at all times to maintain security requirements and names of personnel used to accomplish each phase will be furnished at the completion of the survey. *For work on documents*

containing material ~~classified~~ and code-word material, personnel with appropriate clearances will be utilized.

APPROVED: _____

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